

MINUTES  
WILLOW FORK DRAINAGE DISTRICT  
PARK MATTERS

April 23, 2026

The Board of Directors (the "Board") of Willow Fork Drainage District (the "District") met by regular session, open to the public, on the 23<sup>rd</sup> day of April 2026, at the offices of LJA Engineering, Inc., 1904 West Grand Parkway North, Suite 100, Katy, Texas 77449, outside the boundaries of the District, and the roll was called of the members of the Board:

John Savage	President
Gregg Nady	Vice President
Sarah Hubbell	Secretary
Alexander "Alec" Bray	Assistant Vice President
Joseph S. Robinson	Assistant Secretary

and all of the above were present, thus constituting a quorum.

Also attending the meeting were: Rod Rudine of Texas Groundworks Management, Inc. ("Texas Groundworks"); Rodney Smith, resident of the District; Neil Stillman of Friends of the Park; Millie Dunmire of Artesian Financial Services ("Artesian"); Craig Kalkomey of LJA Engineering ("LJA"); Kim Cosco and Cheyenne Evans of Champions Hydro-Lawn, Inc. ("Champions"); Sergeant Michael Patterson of Fort Bend County Constable's Office, Precinct 1 ("FBCCO"); Maeve Lyman of TBG Partners ("TBG"); Yvonne Arceneaux, District Park Manager; and Katie Carner and Whitney Lington of Allen Boone Humphries Robinson LLP ("ABHR").

COMMENTS FROM THE PUBLIC

Director Savage offered any members of the public attending the meeting the opportunity to make public comment.

Mr. Smith discussed concerns regarding dead grass on District property behind his residence. Discussion ensued. Mr. Kalkomey discussed an upcoming North Fort Bend Water Authority ("NFBWA") surface water line project that is expected to disturb the soil in that area.

Mr. Rudine introduced himself and discussed services offered by Texas Groundworks.

There being no additional members of the public wishing to make comments, Director Savage moved to the next agenda item.

## MINUTES

The Board next considered approving the minutes of the March 26, 2026 regular parks meeting. Following review and discussion, Director Bray moved to approve the minutes of March 26, 2026 regular parks meeting, as submitted. Director Nady seconded the motion, which passed unanimously.

## FRIENDS OF THE PARK

Mr. Stillman reviewed the Friends of Willow Fork Park report, a copy of which is attached.

Mr. Stillman discussed recent and upcoming programs for Willow Fork Park.

The Board discussed the District's park rules in relation to group activities at Willow Fork Park and a recent event from SEWA International that appeared to exceed the 20-person limit. The Board requested for ABHR to follow up with SEWA International reminding them of the park rules for group activities at Willow Fork Park.

Mr. Stillman updated the Board on the purple martin birdhouse in Willow Fork Park.

## SECURITY REPORT

Sergeant Patterson reviewed the security report, a copy of which is attached.

The Board discussed e-bike and dirt bike use in the District.

Sergeant Patterson discussed a yoga event that occurred at Willow Fork Park. He discussed promotional signage for same, which was removed following a request from On-Site Protection LLC ("On-Site") security personnel, in accordance with the District's park rules.

Director Nady updated the Board on the anticipated timeline for the installation of security cameras at Willow Fork Park.

Following review and discussion, Director Bray moved to approve the security report. Director Hubbell seconded the motion, which passed unanimously.

## TAX ASSESSOR/COLLECTOR'S REPORT

Ms. Dunmire presented the County tax collection report, a copy of which is attached.

Following review and discussion, Director Hubbell moved to approve the tax collection report. Director Robinson seconded the motion, which passed unanimously.

## BOOKKEEPER'S REPORT

Ms. Dunmire reviewed the bookkeeper's report for parks and drainage, a copy of which is attached.

Ms. Dunmire reviewed the District's planned revenues and expenditures for both parks and drainage for the fiscal year ending September 30, 2026, and reviewed a comparison between actual and planned expenditures.

Ms. Dunmire reviewed the quarterly investment report, a copy of which is included in the bookkeeper's report.

Following review and discussion, Director Nady moved to approve the bookkeeper's report and payment of the bills. Director Bray seconded the motion, which passed unanimously.

## CHAMPIONS MAINTENANCE REPORT

Ms. Evans reviewed the maintenance report for parks, a copy of which is attached, and updated the Board regarding the status of facilities and ongoing maintenance and repairs.

Ms. Evans updated the Board on the Central Green sign located above the stage at Central Green.

Ms. Evans updated the Board on the installation of 4 benches around trees at Central Green.

The Board inquired about the painting of the restroom floors at Exploration Park. Discussion also ensued regarding the condition of the previously painted restroom floors at Willow Fork Park. The Board requested for Champions to review the warranty associated with the painting of the bathroom floors at Willow Fork Park.

The Board discussed landscaping options for the former pumphouse site at Willow Fork Park. The Board requested for TBG to conduct a site visit of the area and provide follow up at the next Board meeting.

Ms. Evans presented a proposal from Champions in the amount of \$5,824.00 for the installation of an additional spotlight for the Central Green stage. The Board inquired about the location for the additional spotlight. The Board took no action on the proposal and requested for Champions to follow up with On-Site and TBG regarding wiring and placement for the additional spotlight.

Ms. Evans discussed the metal butterfly located at Central Green. Ms. Evans then presented a proposal from Champions in the amount of \$975.00 for repairs to a metal butterfly located at Central Green.

Ms. Evans presented a proposal from Champions in the amount of \$500.00 for additional assistance to clean and assess District signs.

Ms. Evans presented a proposal from Champions in the amount of \$14,935.40 for repairs to the inlet sinkholes located at Willow Fork Park.

Ms. Evans updated the Board on pending projects in the District.

The Board reviewed a memorial tree planting request for a Shumard Oak. Discussion ensued regarding the request for a certificate to be issued to accompany the memorial tree. The Board discussed the timeline, location and costs associated with the planting of the memorial tree. Ms. Evans stated that the cost to install the tree is \$703.38, to be paid by the resident. The Board concurred to approve the request and requested for Champions to follow up with the applicant regarding location for the planting of the memorial tree, with the final location to be selected by Champions.

The Board discussed installation of graffiti resistant paint at the Cinco Ranch Boulevard Underpass. The Board discussed the proposal presented by Champions in the amount of \$11,452.00 for painting of the Cinco Ranch Boulevard Underpass with graffiti resistant paint, at the April 9, 2026 Board meeting. Mr. Kalkomey stated Greater Houston Construction Company ("Greater Houston") submitted a revised proposal for the same, in the amount of \$16,000.00. The Board concurred to proceed with Champions' proposal for painting of the Cinco Ranch Boulevard Underpass with graffiti resistant paint.

The Board discussed lighting for the Cinco Ranch Boulevard Underpass and the proposed Fry Road Underpass. The Board requested for LJA to contact the distributor for the lights and inquire about the purchase of additional lights.

Following review and discussion, and based off Champions' recommendation, Director Hubbell moved to: (1) approve Champions' report; and (2) approve the following proposals from Champions: (i) repairs to a metal butterfly located at Central Green in the amount of \$975.00; (ii) additional assistance to clean and assess District signs in the amount of \$500.00; (iii) repairs to the inlet sinkholes located at Willow Fork Park in the amount of \$14,935.40; and (iv) painting of the Cinco Ranch Boulevard Underpass with graffiti resistant paint in the amount of \$11,452.00; (3) approve the memorial tree planting request, contingent upon receipt of \$703.38 from the applicant for costs associated with the planting of the tree; and (4) authorize Champions and ABHR to prepare a certificate to be issued to the applicant related to the memorial tree request. Director Nady seconded the motion, which passed unanimously.

## LAKE MANAGEMENT AND MAINTENANCE MATTERS, INCLUDING REVIEW PROPOSALS AND AUTHORIZE APPROPRIATE ACTION

Director Savage updated the Board on the removal of the pump house located by the Willow Fork Park lake.

The Board reviewed a proposal from Lake Management Services ("Lake Management") in the amount of \$3,866.52 for repair of the pump no. 3 motor located at Willow Fork Park lake.

Following review and discussion, Director Bray moved to approve the proposal from Lake Management in the amount of \$3,866.52 for repair of the pump no. 3 motor located at Willow Fork Park lake. Director Hubbell seconded the motion, which passed unanimously.

## LANDSCAPE ARCHITECT REPORT

Ms. Lyman reviewed the landscape architect's report , a copy of which is attached.

Ms. Lyman updated the Board on the repairs for the pedestrian bridge located at Willow Fork Park.

Ms. Lyman updated the Board on signs for the District's disc golf course and needed improvements to the course signage.

Ms. Lyman updated the Board on the installation of a climate controlled green room and storage room at Central Green. Ms. Lyman stated the 3D renderings for the green room have been submitted to LaCenterra for consideration of approval.

Ms. Lyman and Mr. Kalkomey updated the Board on the installation of bollards at Central Green. Mr. Kalkomey stated the geotechnical engineer will be mobilizing next week to take the needed soil samples for the project.

Ms. Lyman updated the Board on the installation of turf at Central Green. Ms. Lyman stated TBG received 3 bids for the project, with the lowest bidder being Strickly Green Grass LLC - Synlawn Houston in the amount of \$110,890.36. The Board took no action on the proposal, pending consideration by Cinco Municipal Utility District No. 12 ("Cinco 12") of funding for same. The Board then discussed scheduling a joint meeting with Cinco 12 to discuss cost-sharing for District projects.

Ms. Lyman and Ms. Carter updated the Board on Segment X, Y, and Z and the needed United States Army Corps of Engineers ("USACE") permits for the project. Ms. Carner stated the District has received the needed permits from the USACE for the project. Discussion ensued regarding the timeline for the project. Mr. Kalkomey stated

LJA is working with the USACE to assess mitigation needs for the project. Mr. Kalkomey stated the estimated cost for the mitigation work is \$50,000.00.

Ms. Lyman and Mr. Kalkomey updated the Board on Segment Q, Section 1, installation of the trail from Mason Road to Fry Road. Mr. Kalkomey stated LJA is working with Momentum Pipeline, LLC to obtain authorization for the pipeline crossings for the project.

Mr. Kalkomey updated the Board on Segment Q, Section 2, including installation of trail east of Fry Road and construction of pedestrian bridge and underpass. Mr. Kalkomey stated LJA is working with TBG to address comments from Harris County and the Harris County Flood Control District.

Ms. Lyman updated the Board on the LaCenterra access trails project.

Ms. Lyman and Ms. Carner updated the Board on proposed District trail connections with the following entities: (i) Cinco Municipal Utility District No. 1; (ii) Cinco Municipal Utility District No. 7; and (iii) Cinco Municipal Utility District No. 10.

Ms. Lyman updated the Board on the Va3 trail.

Mr. Kalkomey and Ms. Lyman updated the Board on the pending agreement with NFBWA for the removal and replacement of portions of the sidewalk located along Va3 trail, in relation to the NFBWA waterline project. Discussion ensued regarding updates to the pending agreement with NFBWA. The Board requested for TBG to document existing site conditions prior to commencement of the NFBWA trail project in order to determine the scope of required rehabilitation following construction.

Ms. Lyman and Ms. Carner updated the Board on the potential park development of land currently owned by the YMCA, located off Westheimer Parkway.

## ENGINEERING REPORT

Mr. Kalkomey reviewed the engineering report, a copy of which is attached.

Mr. Kalkomey updated the Board on the Va12 and Va1 rehabilitation. Mr. Kalkomey stated AR Turnke Construction Company ("AR Turnke") has mobilized to begin rehabilitation work on Va1. Discussion ensued regarding turf establishment in relation to the Va12 rehabilitation. The Board discussed ponding water at Va12 and Wildbrook Crossing and drainage options for the area. The Board requested for LJA to follow up with AR Turnke to discuss options to address the ponding water.

The Board discussed noise associated with the generator serving Fort Bend County Municipal Utility District No. 135's ("MUD 135") wastewater treatment plant. The Board requested for LJA to follow up with MUD 135 to discuss the matter further.

Mr. Kalkomey discussed the rehabilitation of Va9 and Va3b. Mr. Kalkomey reviewed Task Order No. 22 prepared by LJA in the amount of \$115,200.00 for the design of the rehabilitation of Va3b. The Board deferred action on Task Order No. 22.

Mr. Kalkomey updated the Board on the Fry Road Underpass. Mr. Kalkomey stated LJA is working with Associated Testing to address final comments from the geotechnical report, in relation to the project.

Mr. Kalkomey updated the Board on the construction of the Cinco Ranch Boulevard Underpass. Mr. Kalkomey stated the guardrail has been installed and final improvements for the project are being completed by the contractor. Mr. Kalkomey then updated the Board on the installation of a sidewalk at the end of the cul-de-sac located at Hamptonshire Lane to connect to the District trail system.

Director Nady discussed pending or proposed Fort Bend County Highway Safety Improvement Projects. The Board concurred for Directors Nady and Savage, Mr. Kalkomey, and Ms. Carner to attend a meeting with Precinct 1 regarding same.

The Board discussed planning for a ribbon cutting ceremony for the Cinco Ranch Boulevard Underpass.

Following review and discussion, and as recommended by the engineer, Director Bray moved to approve the engineer's report. Director Nady seconded the motion, which passed unanimously.

#### DISCUSS ADDITIONAL TRAIL, PARK, AND SAFETY PROJECTS, INCLUDING TRAIL DETOUR ROUTES

There was no additional discussion on this agenda item.

#### COMMUNITY COMMUNICATIONS MATTERS AND AUTHORIZE APPROPRIATE ACTION

Directors Bray and Hubbell updated the Board on the distribution of flood insurance postcards and the next newsletter. Discussion ensued.

#### REPORT REGARDING CENTRAL GREEN EVENTS AND PARKS COMMITTEE RECOMMENDATIONS AND APPROVE CONTRACTS FOR EVENTS, AS APPROPRIATE, AND PARK OPERATIONS AND EMPLOYMENT MATTERS

Ms. Arceneaux reviewed a report regarding recent and upcoming Central Green events, a copy of which is attached.

The Board reviewed the Karibe Productions contract for Central Green. Following review and discussion, and upon Ms. Arceneaux's recommendation, Director Hubbell moved to approve the Central Green contract and direct that the contract be filed appropriately and retained in the District's official records. Director Nady seconded the motion, which passed unanimously.

CURRENT EVENTS

The Board discussed the spring Association of Water Board Directors breakfast held on April 17, 2026. Discussion ensued regarding potentially using press releases to share District events and updates with the public.

Director Robinson discussed current events.

MEETING SCHEDULE, ACTION ITEMS AND ITEMS FOR INCLUSION ON NEXT AGENDA

The Board concurred to hold the next drainage meeting on May 14, 2026, at LJA's office located at 1904 West Grand Parkway North, Suite 100, Katy, Texas 77449, and to hold the next parks meeting on May 28, 2026, at the same location mentioned above.

There being no other business to come before the Board, the meeting was adjourned.

(SEAL)



  
Secretary, Board of Director

LIST OF ATTACHMENTS TO MINUTES

	<u>Minutes</u> <u>Page</u>
Friends of Willow Fork Park report .....	2
Security report .....	2
Tax report .....	2
Bookkeeper's report.....	3
Champions maintenance report .....	3
Landscape architect's report.....	5
Engineering report.....	6
Central Green report.....	7